

RECREATION PROGRAM COORDINATOR - 3040

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work planning and coordinating a variety of recreation and athletic programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate program staff.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating, and implementing recreation and athletic programs; scheduling programs, games, and events; registering participants; maintaining records and files; preparing reports.

Plans, organizes, administers, and supervises a variety of indoor and outdoor recreation programs, athletic events, and special events;

Oversees and schedules umpires and other game officials; selects coaches;

Prepares work schedule; orders necessary equipment and supplies; maintains equipment inventory;

Enforces department rules and regulations; opens and closes recreation center; supervises all scheduled center programs;

Prepares program budget; evaluates programs; recommends changes to existing programs and new programs;

Develops marketing plan for programs;

Registers program participants; responds to inquiries; provides program information;

Provides instruction for programs and athletics;

Assists with swimming pool operations;

Makes schedules for various sports leagues;

Attends department staff meetings and program workshops;

Handles money from center activities, athletic program registrations, uniform purchases and shelter reservations;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the equipment and techniques necessary to successfully conduct recreation programs; thorough knowledge of the methods involved in organizing, conducting, promoting, and supervising recreation activities; some knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to establish and maintain effective working relationships with associates, officials and the general public; ability to express ideas clearly both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education, or related field and considerable experience in one or more of the major fields of organized recreation programs.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of first aid and CPR certificates. CPO and Notary Public certificates preferred.